Educational Leadership Measurement Tools Workgroup

Educator Effectiveness Project
JSD ASB
MINUTES
February 9, 2012: Meeting #6

Present: Ann Anderson, Sol V. Garcia, Jay Blain, Stephen Dimond, Scott Bushnell, Kim Baker, Vicci Gappmayer, Suzanne Cottrell, Brian Dawes, Lee Gagon, Barry Graff, Patrick Garcia, Greg Proffit, Ken Rowley, Mike Smith, Steve Laing, Andrea Rorror, Morgan Murdock, Kerrie Naylor

Excused: Dixie Allen, Jane Ann Bitton, Bob Gentry, Richard Holmes, Betty Barnum, Tod Johnson, Jeannie Rowland

1. Welcome and Introductions

Kerrie (9:00)

- Roll, travel vouchers, etc.
- Review Minutes from Jan. 26, 2012 Meeting #5
- Review Agenda
- Goals for Today
 - A. Make decisions about the model Utah Educational Leadership Evaluation System and design appropriate tools for the model system
 - B. Outline the focus group process for Feb. 23

Minutes were moved and seconded by Kim Baker and Brian Dawes. Minutes were approved.

2. Non-negotiable Items and Decision Point for Consensus Exercise

Kerrie (9:10)

The workgroup participated in an activity designed to bring consensus on what the educational leadership evaluation system would include and look like. <u>The amended and approved decision points are attached to the minutes.</u> The group then used the decision points to begin to develop the actual tools for the evaluation system.

3. Three Work Teams (What will these aspects look like?)

Kerrie (10:15)

- i. Standards-based Performance and Evidence Examples, Rubric, Observation Tools, Conferences, etc.
- ii. Summative Processes, Annual Timeline, Cycle, Steps in Evaluation Process, Tracking Form, Evaluator and Evaluatee Responsibilities, Due Process, Administrator Roles, Career Continuum, etc.
- iii. Professional Growth and Goal-setting, Formative Processes, Self-Assessment, Rating Levels, etc.

(Teams will present their ideas on the screen by loading on the laptop)

Suzanne and Kerrie divided the group into three work teams and gave them an assignment sheet to use to create the requirements listed above. Teams worked until the end of the meeting on their recommendations.

BREAK (as needed)

4. Continue Work Teams

LUNCH (12:00)

Report Out with Examples on the Screen and Develop Group Consensus of Evaluation System/ Model Kerrie (12:30)

The work teams reported out at 2:30 p.m.

6. Focus Group Decisions

Suzanne (1:30

This discussion did not take place due to the time it took to complete the consensus activity above. Kerrie and Suzanne informed that group that the Focus Group would be moved to March 13. The meeting on Feb. 23 would include planning for the Focus Group. It was decided that two additional meetings would be added to the schedule. SEE BELOW. Kerrie also reminded the group to plan on April 24 for Education Evaluation Summit and put it in their calendars.

7. Closing Comments and Wrap-up

Suzanne and Kerrie (3:00)

Suzanne asked the group to summarize how they are feeling about the process we are making and the work that was accomplished today. The comments were positive and hopeful about the work.

8. Next Meeting:

- i. Feb. 23: JSD, ASB, 9-3:00 -- Finish up the evaluation system tools and process, complete Focus Group planning
- ii. March 13: North and South Board Rooms, USOE, 9-3:00 -- Hold Focus Group
- iii. March 20: Site to be Determined
- iv. April 19: Site to be Determined
- v. April 24: Evaluation Summit, U of U Marriott Hotel, 8:30-3:00

Lunch will be provided at noon. Thank you for your participation. Minutes will be sent electronically.